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ARMY REGULATION

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DEPARTMENT OF THE ARMY
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PERSONNEL—GENERAL

DUAL COMPONENT PERSONNEL MANAGEMENT PROGRAM

Effective 1 January 1983

This revision implements a change of policy concerning the status of personnel upon mobilization. Supplementation of this regulation is prohibited without prior approval of the Commanding General, United States Army Reserve Components Personnel and Administration Center. Send requests for exception, with justification, through command channels to Commander, RCPAC, ATTN: AGUZ-PPC, 9700 Page Boulevard, St. Louis, MO 63132.

Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

| SECTION | | Paragraph |
|----------|--|-----------|
| I. | GENERAL | |
| | Purpose | 1 |
| | Applicability | 2 |
| | References | 3 |
| | Explanation of abbreviations and special terms | 4 |
| | Concept | 5 |
| | Eligibility criteria | 6 |
| | Grade on appointment | 7 |
| | Role in mobilization | 8 |
| | Status upon mobilization | 9 |
| | Responsibilities | 10 |
| | Channels of command and administration | 11 |
| | Mobilization procedures | 12 |
| | Grade restoration | 13 |
| II. | PERSONNEL ACTIONS | |
| | Appointment | 14 |
| | Promotion | 15 |
| | Branch or specialty transfers | 16 |
| | Evaluation reports | 17 |
| | Security requirements | 18 |
| | Orders | 19 |
| | Accessions to active component | 20 |
| | Personnel qualification records | 21 |
| | Suspension of favorable personnel actions | 22 |
| | Elimination | 23 |
| | Removal from an active Reserve status | 24 |
| | Separation | 25 |
| | Retirement | 26 |
| III. | MANAGEMENT | |
| | Career guidance | 27 |
| | Assignment | 28 |
| | Active duty | 29 |
| APPENDIX | A. References | |

✓ This regulation supersedes AR 600-39, 15 March 1982.

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Section I. GENERAL

1. Purpose. This regulation sets policies and responsibilities governing the Dual Component Personnel Management Program.

2. Applicability. This regulation applies to Active Army units worldwide. All units must maintain it. It does not apply to Army National Guard or US Army Reserve (USAR) units.

3. References. Related publications are listed in appendix A.

4. Explanation of abbreviations and special terms. *a. Abbreviations.*

- (1) ADT active duty for training
- (2) AUS Army of the United States
- (3) DA Department of the Army
- (4) DCSPER Deputy Chief of Staff for Personnel
- (5) MILPERCEN .. US Army Military Personnel Center
- (6) MPRJ military personnel records jacket
- (7) OCMF officer career management file
- (8) OER officer evaluation report
- (9) RA Regular Army
- (10) RCPAC US Army Reserve Components Personnel and Administration Center
- (11) USAR US Army Reserve

b. Special terms.

(1) *Active duty.* Full-time duty in the active military service of the United States, other than ADT.

(2) *Dual component personnel.* Regular Army or AUS enlisted or warrant officer members serving in that capacity on active duty, who have been appointed and who simultaneously hold status as Reserve commissioned or warrant officers.

(3) *Officer career management file.* A file which contains, among other papers, the dupli-

cate copy of each OER prepared. The OCMF is maintained at—

(a) The Officer Personnel Directorate, MILPERCEN; the Office of The Judge Advocate General; the Office of the Chief of Chaplains; or the Office of The Surgeon General for each dual component warrant officer.

(b) RCPAC for each dual component enlisted member (AR 140-241).

(4) *USAR Control Group (Dual Component).* A unit set up at RCPAC for control and statistical accounting of dual component members.

5. Concept. Mobilization requirements of DA for officers must be met swiftly through procurement of trained commissioned and warrant officers. Members presently on active duty afford ready assets during times of rapid expansion of the Active component. They can be mobilized to assume greater responsibilities quickly. Career planning and management of dual component members are vital to the use of these assets in time of war or national emergency.

6. Eligibility criteria. The following members are eligible to apply for dual component status:

a. RA warrant officers who have not been twice passed over for promotion or otherwise released from active duty or active status because of failure to be promoted to a higher commissioned grade.

b. RA enlisted persons in the Armed Forces, as qualified in AR 135-100.

7. Grade on appointment. *a.* Normally appointments will be made in the grade of second lieutenant unless the members qualify for a higher grade under AR 135-100.

b. RA enlisted members who are graduates of the Advanced Noncommissioned Officer Education System and who have completed the Army Precommissioning Course will be considered for appointments as first lieutenants.

8. Role in mobilization. The Dual Component Personnel Management Program supplements other programs to procure qualified officers and warrant officers as needed to fill authorized mo-

bilization positions. The program is designed to provide a trained group that is able to perform assigned tasks immediately upon order to active duty.

9. Status upon mobilization. RA enlisted members and warrant officers will be discharged from their active duty status the day before their reporting date of entry on active duty as a USAR commissioned or warrant officer.

10. Responsibilities. *a.* Heads of Army Staff agencies will, within their respective areas, set objectives, programs, and instructions to achieve maximum benefits from the Dual Component Personnel Management Program. Primary responsibilities are shown below.

(1) The Deputy Chief of Staff for Personnel (DCSPER) has overall responsibility for general staff supervision and coordination of the plans, policies, and programs of the Reserve Components not on active duty. In addition, the DCSPER will—

(a) In coordination with other Staff agencies, formulate policies and plans and exercise general staff supervision for the Dual Component Personnel Management Program.

(b) Set criteria for mobilizing dual component members.

(c) Develop and issue guidance for ordering dual component members to active duty.

(2) The Adjutant General (through the CG, RCPAC) will—

(a) Approve, appoint, assign, promote, and manage the careers of dual component personnel in their USAR status.

(b) In coordination with CG, MILPERCEN, issue mobilization orders.

(3) The CG, MILPERCEN, in coordination with the CG, RCPAC, will advertise, procure for, and monitor the Dual Component Personnel Management Program.

b. The CGs of the United States Army Forces Command and United States Army Training and Doctrine Command are responsible for general supervision and training of dual component members in their active component status.

c. Commanding officers of dual component members are responsible for—

(1) Employing members in their current active duty grades.

(2) Placing them in leadership roles to further develop their potential for service in a commissioned or warrant officer status.

d. The custodian of the MPRJ of dual component members will—

(1) Report these members to RCPAC for accessioning into the USAR Control Group (Dual Component).

(2) Administer all Reserve personnel matters and submit evaluation reports (AR 623-105, chap 7).

(3) Help the commanding officer make maximum use of these members in leadership and supervisory capacities.

(4) Report changes to dual component status (DA Pam 600-8-2, Procedure 2-29) resulting from initial appointment or commission, promotion, or ending of dual component status.

(5) Maintain suspense roster for RA enlisted members holding USAR commissions or warrant officer appointments to insure needed OERs are prepared.

11. Channels of command and administration. AR 140-1 explains channels of command and administration for the Dual Component Personnel Management Program. Direct communication on matters relating to USAR status is authorized between the CG, RCPAC and the commander who keeps the member's records, or the person concerned.

12. Mobilization procedures. When full mobilization is declared, the first officer in a dual component member's chain of command having general courts-martial jurisdiction will decide if a member is to be mobilized in his or her USAR grade. In deployed and early deploying units, members may be mobilized in their USAR status to fill officer vacancies rapidly within the organization. However, in nondeploying or late deploying units, dual component personnel who are mobilized in their USAR status will be considered available for Army-wide reassignment. In all cases, the mobilization of dual component personnel in their USAR status will be reported to MILPERCEN through the Standard Installation/Division Personnel System wartime network. Approving authorities will also inform RCPAC (ATTN: AGUZ-PR) of the reason for not mobilizing specific dual component members.

MILPERCEN will inform the same office when a dual component member is activated in his or her USAR status.

13. Grade restoration. At the time of demobilization, members who are mobilized in their USAR grade are authorized to return to their premobilization status. The guideline for the computation of grade restoration will be the average grade of the member's year group. For ex-

ample: an enlisted member grade E5 is mobilized in his or her USAR grade of second lieutenant. At demobilization, if his or her year group contemporaries would have attained the rank of E7, the member would be considered for reenlistment as an E7. RA warrant officers who are mobilized as USAR commissioned officers will, upon demobilization, revert to their RA warrant grade and will be considered for temporary appointment to the grade equal to their year group peers.

Section II. PERSONNEL ACTIONS

14. Appointment. *a.* AR 135-100 governs the appointment of commissioned and warrant officers in the USAR. Major Army commanders are normally the appointing authority for appointments in the grade of second lieutenant; all other applications will be sent to CG, RCPAC for final approval.

b. When the member, upon appointment, is not concurrently ordered to active duty in his or her Reserve grade, send one copy of the appointment letter to RCPAC (ATTN: AGUZ-PAE-I). Annotate this copy with the date of acceptance. RCPAC uses this information for accessioning into the USAR Control Group (Dual Component). Send a copy of the appointment letter with oath of office to—

(1) HQDA(DAPC-PAR-R), ALEX VA 22332, for active component warrant officers.

(2) Cdr, US Army Enlisted Records and Evaluation Center, ATTN: PCRC-S, Fort Benjamin Harrison, IN 46249, for active component enlisted members (AR 640-10).

15. Promotion. *a.* Commissioned and warrant officers assigned to the USAR Control Group (Dual Component) are nonunit officers whose promotion in the USAR is governed by AR 135-155. Members are normally considered for promotion in the calendar year prior to the calendar year in which they are eligible.

b. Commanders and MPRJ custodians will—

(1) Insure that these members are aware that, for promotion in the USAR, they must meet eligibility requirements that include completion of career development courses. (See table 1.)

(2) Encourage enrollment in nonresident courses of instruction and completion of academic studies so members will be competitive with their peers in the USAR.

(*a.*) To enroll in nonresident courses, the member must complete DA Form 145 (Army Correspondence Course Enrollment Application) (two copies). They will submit the completed forms through their unit commanders and MPRJ custodians to be verified and sent to the school for further processing.

(*b.*) Send certificates of completion of military or civilian schooling through the MPRJ custodian, for annotation, to RCPAC (ATTN: AGUZ-PAE-I), for inclusion in the OCMF.

c. Eligible dual component members who are in the zone of consideration by a mandatory selection board will submit photos for Reserve officer promotion consideration (AR 135-155, chap 3). The photo may be in the service uniform in the capacity in which serving on active duty or in the service uniform as a Reserve commissioned or warrant officer.

16. Branch or specialty transfers. Due to duty assignments in the Active component, dual component members may become better qualified in other than their USAR assigned specialties or basic branches. In such cases, RCPAC may involuntarily branch transfer or designate an additional specialty or both. The member may also send a request, with supporting documents, for specialty redesignation or branch transfer (or both) RCPAC (ATTN: AGUZ-PAE-I, (See AR 140-10).)

17. Evaluation reports. *a.* RA and AUS warrant officers are rated under AR 623-105.

Table 1. Promotion Prerequisites

| Grade | | Years in grade | Years of service | Education requirement |
|-------|----|-----------------------|---------------------|--------------------------|
| From | To | | | |
| W1 | W2 | 3 | | |
| W2 | W3 | 6 | | |
| W3 | W4 | 6 | | |
| O1 | O2 | 3 | | |
| O2 | O3 | 4 | 6 | Officers basic courses |
| O3 | O4 | 7 | 12 | Officers advance courses |
| O4 | O5 | 7 | 17 | ALEDC* or 50% CGSC** |
| O5 | O6 | Announced annually | — | 100% CGSC |

* Associate Logistics Executive Development Course.

** Command and General Staff College.

Therefore, no separate evaluation reports are required based on their status as USAR officers.

b. Enlisted members holding USAR commissions or warrants are rated under AR 623-105, chapter 7.

(1) Prepare three copies of the reports. Send copies 1 and 2 to RCPAC (ATTN: AGUZ-PAE-E). Give the third to the member.

(2) After review and any needed corrective action, the CG, RCPAC will—

(a) Send copy 1 to the US Army Enlisted Records and Evaluation Center (ATTN: PCRC-E) for the official military personnel file.

(b) Retain copy 2 in the OCMF.

18. Security requirements. A favorable National Agency Check, conducted as prescribed in AR 381-20, is required for all commissioned and warrant officers. Check personnel records for dual component members to insure that members possess valid security clearances so they will be readily available for mobilization.

19. Orders. *a.* Send one copy each of the following orders pertaining to dual component members to RCPAC (ATTN: AGUZ-PAE-I).

(1) Orders that affect their Active component grade or reserve status.

(2) Change-of-station orders (for locator use).

b. Give the member's MPRJ custodian one copy of any orders issued at RCPAC that affect his or her dual component status.

20. Accessions to active component. Information on USAR status is a vital part of the enlistment records. Failure to enter this information properly in item 25, DD Form 1966 series (Application for Enlistment—Armed Forces of the United States), may prevent inclusion of the members in the Dual Component Personnel Management Program.

21. Personnel qualification records. The MPRJ custodian will insure that correct information about USAR status is entered in items 39 and 40, DA Form 2 (AR 640-2-1, chap 2).

22. Suspension of favorable personnel actions. If favorable personnel actions are suspended against dual component members under AR 600-31, favorable personnel actions in their Reserve status must also be suspended. In addition to the distribution required by AR 600-31, send one copy of each DA Form 268 (Report for Suspension of Favorable Personnel Actions), to include interim and final reports, to RCPAC (ATTN: AGUZ-PAA-RT).

23. Elimination. When retention is not in the best interest of the service, USAR officers may be eliminated under the rules and procedures in AR 135-175.

a. The commander of a dual component member will insure that the member meets the high standards desired for retention in the USAR and will initiate elimination action if required.

b. Reasons that would cause a member to be divested of his or her USAR status do not always require termination of active duty. But elimination from the active component at the recommendation of a board of officers normally results in termination of USAR status as well.

c. Dual component members who are not recommended for promotion in their enlisted status or selected for retention under the Active component enlisted Qualitative Retention Program will be considered for elimination.

24. Removal from active Reserve status. Certain parts of AR 140-10, chapter 3 apply to dual component members. Action to remove members from their active Reserve status normally is taken by the custodian of the member's MPRJ or the CG, RCPAC. This is done by discharge or transfer to the Retired Reserve if the member is eligible and requests transfer. Primary reasons for removal are shown below.

a. Medical disqualification for retention.

b. Two nonselections for Reserve promotion to the grades of chief warrant officer, W-3; chief warrant officer, W-4; captain; major; or lieutenant colonel.

c. Attainment of maximum authorized age.

d. Failure to complete military schooling requirements within the prescribed time after promotion.

25. Separation. Upon separation from RA or AUS status, dual component members will normally transfer or revert to a USAR control group. Transfer activities will insure that correct action is taken to prevent erroneous discharge of dual component members from their USAR status.

26. Retirement. Various laws govern retirement of dual component members.

a. Warrant officers or enlisted members may retire voluntarily in a commissioned officer status (10 USC 3911) if they meet both of the following conditions:

(1) They have completed 10 years of active commissioned service in their overall total of 20 years' active Federal service.

(2) They hold a USAR commission at the time of retirement.

b. Enlisted members holding USAR warrant officer status may retire in warrant officer grade (10 USC 1293).

c. Upon completion of 30 years' service, the member may be advanced to the highest grade satisfactorily held while serving on active duty as determined by the Secretary of the Army (10 USC 3964). (The 30 years' service consists of active Federal service plus time on the retired list.)

d. AR 635-100, AR 635-200, and DA Pam 600-5 explain more about advancement on the retired list.

Section III. MANAGEMENT

27. Career guidance. a. The dual component member's career development is under the control of three separate managers. Each one must function under established policies and career patterns to provide a satisfying military career for the member.

(1) The first manager concerned is the custodian of the OCMF (para 4b(3)).

(2) The second manager is the unit commander who insures proper use of the member in his or her active duty grade, and evaluates performance. The commander should emphasize the fact that the member should be able to produce better results because of previously recognized potential.

(3) The third manager is the dual component member. He or she is responsible for and should

seek opportunities to develop his or her own specialty-related talents and skills. He or she should seek guidance from other designated managers, when necessary, in furthering his or her career.

b. DA Pam 140-1 applies when possible and if consistent with the active duty assignment.

28. Assignment. The assignment of dual component members in an active duty status follows normal career progression for that status. Commanders and other supervisors should—

a. Be aware that these members have recognized abilities, attitudes, skills, and potential for development at a higher level of responsibility.

b. Consistent with unit requirements, and to

permit comprehensive, objective evaluations, give these members tasks that will—

- (1) Enhance their potential.
- (2) Develop resourcefulness and initiative.
- (3) Relieve leaders of duties that may well be subordinated to dual component members.

29. Active duty. The ultimate goal of dual component members should be to serve on active duty in the highest possible grade to maximize their contribution to the Army. Procurement programs are normally announced through DA circulars. Eligible candidates should be encouraged to apply.

APPENDIX A

REFERENCES

Related publications.*

| | |
|----------------|--|
| AR 135-100 | (Appointment of Commissioned Officers and Warrant Officers of the Army). |
| AR 135-155 | (Promotion of Commissioned Officers and Warrant Officers Other than General Officers). |
| AR 135-175 | (Separation of Officers). |
| AR 140-1 | (Mission, Organization and Training). |
| AR 140-10 | (Assignments, Attachments, Details, and Transfers). |
| AR 140-241 | (Personnel Records). |
| AR 381-20 | (US Army Counterintelligence (CI)). |
| AR 600-31 | (Suspension of Favorable Personnel Actions for Military Personnel in National Security Cases and Other Investigations or Proceedings). |
| AR 623-105 | (Officer Evaluation Reporting System). |
| AR 635-100 | (Officer Personnel). |
| AR 635-200 | (Enlisted Personnel). |
| AR 640-2-1 | (Personnel Qualification Records). |
| AR 640-10 | (Individual Military Personnel Records). |
| DA Pam 140-1 | (US Army Reserve Officers Professional Development and Utilization). |
| DA Pam 600-5 | (Handbook on Retirement Services for Army Personnel and their Families). |
| DA Pam 600-8 | (Military Personnel Management and Administrative Procedures). |
| DA Pam 600-8-2 | (Standard Installation/Division Personnel System (SID-PERS) Military Personnel Office Level Procedures). |

*A related publication serves merely as a source of additional information. By reading it the user may better understand a subject discussed in this regulation, but the user does not have to read it to understand or comply with this regulation.

1 December 1982



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The proponent agency of this regulation is the Office of The Adjutant General. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, US Army Reserve Components Personnel and Administration Center, ATTN: AGUZ-PPC, 9700 Page Blvd., St. Louis, MO 63132.

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